

School Name or Logo Here



[DATE]

[ADDRESS, CITY, STATE, ZIP]

[PHONE NUMBER]

[SCHOOL or LEADERS TITLE AND NAME]:

Dear Parent/Guardian,

A suspected case of meningitis has been reported in one of your child's classmates. We are working closely with the Bay County Health Department in response to this situation.

This can be a serious illness caused by many types of viruses or bacteria. The severity depends on what is causing it. Symptoms may be the sudden onset of fever, headache, stiff neck, vomiting, rash, or confusion. The disease is spread through contact with an infected person's mucus or saliva.

Children or adults exhibiting symptoms of meningitis should be evaluated by a health care provider immediately.

We are evaluating the situation to determine any risk to other students and you will be contacted if any preventive measures are deemed necessary for your child. As always, students should continue to practice routine methods for preventing illness including the following:

- Students are up to date on their vaccinations.
- Eating balanced diet and getting plenty of sleep.
- Stay home from work, daycare, or school while sick.
- Practice good hand hygiene by washing, including under the fingernails, for a minimum of 20 seconds using soap and warm running water after using the bathroom and before eating.
- Always sneeze or cough into sleeves or tissues and discarding used tissues in the trash at once.

If you have any questions please call the Bay County Health Department at 989-895-4003.

Sincerely,

[NAME, TITLE]